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No CHANGE in Class.

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Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 1/3/68 By: 022

2 October 1971

MEMORANDUM FOR THE RECORD:

SUBJECT: Administrative Support to TRC

1. The training programs carried on by TRC require extensive "support activity" which is entirely apart from but at the same time essential to the instructional function. This support can be separated into three distinct categories as follows:

a. Normal administrative support following established procedures of the Agency and including personnel processing, budget and fiscal, services (travel, office space and equipment, furniture, etc) and procurement of standard items.

b. Operational administrative support involving the same fields of activity as under category (a) but where security and cover considerations require that no CIA and/or U.S. governmental interest or connection be revealed.

c. Covert training support where action must not only be completely consistent with operational cover and security requirements relative to the agent's mission but must also be consistent with the personal security and circumstances of the specific individuals involved.

2. Specifically involved in categories b. and c. are the major problems of establishing secure training facilities and the procurement of non-standard items necessary to the instructional programs. In many instances where cover stories have been established all elements of

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administration, i.e., recruitment of personnel, procurement of real estate, utilization of vehicles, specialized construction, disbursements of funds and extensive supply problems, must be minutely coordinated with the operational aspects of the project concerned in order to build acceptance of, rather than to destroy, the cover being employed.

3. Examples of difficulties encountered in the past by TRC with respect to all the above categories are as follows:

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a. Normal Administrative Support

(1) In May 1951 TRC requested Procurement to obtain aerial photographs for use in map reading instruction. The requisition was followed up by TRC in July with negative results. As a result TRC obtained informally from the Air Target Division of the Air Force the desired photographs. TRC learned recently that formal procurement of the requested material is expected to be accomplished some time in October 1951.

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(2) In order to meet an [redacted] request in June 1951 for the interim training of 21 Air Force officers who possessed only provisional security clearances, it became necessary for TRC to acquire space, arrange for the installation of desks, tables, chairs, typewriters, etc., and to develop unclassified interim training materials for presentation to the group. The instructor assigned to handle this program spent a full week in accomplishing the necessary physical arrangements, was designated as a property accountable officer and was charged with the administrative control of the personnel concerned, in addition to conducting the interim training program.

b. Operational Support

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